BILL NO. S-82-02-05

SPECIAL ORDINANCE NO. S-36-82

AN ORDINANCE approving City Utilities
Purchase Order No. A-010412 with American
Management Systems, Inc., for an Auto-
mated Financial Accounting System for
Fort Wayne City Utilities.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF

FORT WAYNE, INDIANA:

SECTION 1.   That City Utilities Purchase Order No. A-

101412, dated February 5, 1982, between the City of Fort Wayne,

by and through the City Utilities Purchasing Agent and the Board

of Public Works and American Management Systems, Inc., for:

an Automated Financial Accounting
System for Fort Wayne City Utilities,

at a cost of $167,500.00, all as more particularly set forth in

said Purchase Order, which is on file in the Office of the

Department of Purchasing and is by reference incorporated herein

and made a part hereof, be and the same is in all things ratified,

confirmed and approved.

SECTION 2.   That this Ordinance shall be effective upon

passage and approval by the Mayor.

_____
COUNCILMAN

APPROVED AS TO FORM AND
LEGALITY FEBRUARY 5, 1982

_____
BRUCE O. BOXBERGER, CITY ATTORNEY

Read the first time in full and on motion by _Burns_,
seconded by _Stier_, and duly adopted, read the second time
by title and referred to the Committee _City Utilities_ (and the City
Plan Commission for recommendation) and Public Hearing to be held after
due legal notice, at the Council Chambers, City-County Building, Fort Wayne,
Indiana, on_____the_____day of
_____, 19___, at_____o'clock___.M.,E.S.T.

DATE: _2-9-82_   _Charles W. Westerman_
                                         CHARLES W. WESTERMAN – CITY CLERK

Read the third time in full and on motion by _Burns_,
seconded by _Eisbart_, and duly adopted, placed on its
passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	7	0		2	
BRADBURY	X				
BURNS	X				
EISBART	X				
GiaQUINTA	X				
NUCKOLS				X	
SCHMIDT				X	
SCHOMBURG	X				
STIER	X				
TALARICO	X				

DATE: _2-23-82_   _Charles W. Westerman_
                                         CHARLES W. WESTERMAN – CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,

Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL)

(APPROPRIATION) ORDINANCE (RESOLUTION) NO. _S-36-82_

on the _23rd_ day of _February_, 19_82_.

ATTEST: (SEAL)

Charles W. Westerman   _Samuel J. Talarico_
CHARLES W. WESTERMAN – CITY CLERK   PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on

the_ 24th _day of_ February, 19 _82_, at the hour of

_11:00_ o'clock _A_.M.,E.S.T.

                                         Charles W. Westerman
                                         CHARLES W. WESTERMAN – CITY CLERK

Approved and signed by me this _24th_ day of _Feb._

19 _82_, at the hour of_ 4 _o'clock _P_.M.,E.S.T.

                                         Win Moses, Jr.
                                         WIN MOSES, JR. – MAYOR

BILL NO. S-82-02-05

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON City Utilities TO WHOM WAS REFERRED AN
ORDINANCE approving City Utilities Purchase Order No. A-010412

with American Management Systems, Inc., for an Automated

Financial Accounting System for Fort Wayne City Utilities

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT

BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE _____ PASS.

PAUL M. BURNS - CHAIRMAN

MARK E. GiaQUINTA - VICE CHAIRMAN

JAMES S. STIER

JANET G. BRADBURY

ROY J. SCHOMBURG

2-23-82

DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

A- 010412

DATE 2/5/82

REQ. NO.

THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES, BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND CORRESPONDENCE.

INVOICE IN DUPLICATE

City Utilities Operations   .430
One Main Street
Fort Wayne IN 46802

American Management Systems, Inc.
1777 N. Kent Street
Arlington VA 22209-2166

DELIVER TO: DEPART-
MENT OR DIVISION

| | CIVIL CITY |
| XX | CITY UTILITIES |

APPROPRIATION
AND FUND NUMBER

CASH DISCOUNT TERMS _____ % IF PAID WITHIN _____ DAYS FROM DELIVERY AND ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

QUANTITY ORDERED	UNIT	MATERIALS, SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
		TAX EXEMPT (UNLESS OTHERWISE INDICATED)		
		PRICES PER BID REFERENCE NO. 637		
		LGFS PLUS	$99,500	
		Online System	25,500	
		Performance Maintenance	10,000	
		Job Cost Accounting	25,000	
		TOTAL---------------------$160,000		
		SUBJECT TO COUNCILMANIC APPROVAL		

FOR INFORMATION: AARON M. GLUCK 423-7677

| COMPLIANCE WITH THE DELIVERY DATE RE-QUESTED WILL AVOID "FOLLOW UP" CORRE-SPONDENCE. | UNLESS OTHERWISE INDI-CATED THE PRICES SHOWN INCLUDE ALL CHARGES FOR DELIVERY, PACKING, ETC. NECESSARY TO COM-PLETE DELIVERY TO DES-TINATION SPECIFIED. | **NOTE** READ INSTRUCTIONS ON THE BACK OF THIS ORDER | THE CONTRACTOR OR VENDOR, BY ACCEPTING THIS ORDER, AGREES TO THE GENERAL CON-DITIONS AND TERMS OF AGREE-MENT ON THE BACK OF THIS OR-DER. | UNLESS OTHERWISE INDICATED, THE PRICES SHOWN DO NOT IN-CLUDE TAXES OF ANY KIND. EXEMPTION BLANKS WILL BE FURNISHED WHEN NECESSARY INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER 034508-03 | IF THIS ORDER DOES NOT AGREE WITH YOUR DUO-TATION KINDLY RETURN IT WITH AN EXPLANA-TION. |

I HEREBY CERTIFY THAT THE COST OF THE ABOVE PURCHASE IS FULLY COVERED BY UNENCUMBERED BALANCES IN THE ABOVE FUNDS AND THAT THE EXPEND-ITURE THEREFORE HAS BEEN DULY AUTHORIZED AND APPROPRIATED.

CITY CONTROLLER

PER _____

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THIS ORDER IS AUTHORIZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE.

DIRECTOR OF PURCHASES

PER _____

M E M O R A N D U M

To: Board of Public Works   Date: 02/05/82

From: Aaron M. Gluck, Director of Purchases

Subject: Bid Reference Number 0637

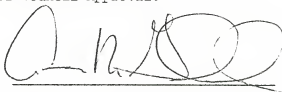---
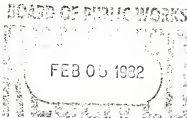
     Attached are copies of the Bids received for an Automated Financial Accounting
System for the Fort Wayne City Utilities. Purchase Order Number A-010412 has been
assigned to American Management Systems, Inc.

     The bid received from American Management Systems, Inc. was the only bid re-
ceived. After close evaluations of the above referenced bid, and a review of
other systems available, the MIS Committee, Utility Accounting Department, Controllers
Office and the Data Processing Department agree that this system is the best
system available for the funds available.

     Please include the attached supporting information when this ordinance is
submitted to City Council for Approval. Also, please insure that no confirming
Purchase Order number is given to American Management Systems, Inc. until
Purchasing receives written confirmation of Council Approval.

                                        Aaron M. Gluck, Director
                                        Department of Purchases

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind.   46802 ·
INVITATION

Quotations subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

Mail all replies and correspondence, etc. to Att. of **AARON M. GLUCK**   DEPARTMENT OF PURCHASES

Room 940, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division **DATA PROCESSING**

ONE MAIN STREET
FORT WAYNE IN 46802

Address

Fund Appropriation No.

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids **JANUARY 4, 1982 at 11 a.m.**

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPT CERTIFICATE NUMBER IS NO. 1466. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price
		FINANCIAL MANAGEMENT SYSTEM, SOFT WARE PROPOSAL FORMS	
		AFFIRMATIVE ACTION: ON FILE ATTACHED:	

Bid Bond required NO ☐ YES ☒   **5 percent**   Performance Bond NO ☐ YES ☐

See Instruction Item No. 14 on reverse side hereof.

Terms_____% cash discount if paid within_____days from delivery and acceptance of goods or completion of:

PROPOSAL OR BID

In compliance with the above Invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying price set opposite item.

Delivery of any or all of the items or completion of services indicated shall be made within____days from receipt

IMPORTANT ☞   As delivery may be a deciding factor in the award of an order, it is important furnish the information requested above.

Sign Here) *John O'Toole*

For **American Management Systems, Inc.**

Address **1777 N. Kent Street**

City **Arlington, VA 22209-2166**

Section I

PROPOSAL COST SUMMARY

TO: City of Fort Wayne
City-County Building
One Main Street
Fort Wayne, IN 46802
ATTN: Aaron Gluck

   The undersigned, being familiar with the requirements of the City of
Fort Wayne Financial Management System Request for Proposal, proposes to
furnish products and services to the City in accordance with that request.

   The summary below reflects projected City expenses for system acqui-
sition and implementation. It may include cost estimates for items which
the undersigned does not propose to furnish and which must be obtained
from another source; these items are annotated accordingly. Items not so
marked will be furnished by the undersigned at indicated costs.

ITEM	COST
1. Application software and vendor-furnished support software, license.*	$160,000
2. Duration of application software warranty (months) __12__	
3. Maintenance for application software for one year beyond end of warranty.	10% of then cost
4. Vendor on-site implementation support:	
User and DP training	included in Item I
Other on-site support	included in Item I
5. Other costs for City implementation.	material and computer time travel expenses
6. TOTAL	$160,000

* Provide detail on other options, including annual license cost, in
Section 4 of Cost Volume of RFP response. If software is available
only under shorter term lease, include that cost in this summary and
indicate the term.

1

In submitting this bid, it is understood that the right is res`
the City of Fort Wayne to reject any and all bids, and to waive any
malities in bidding.

The undersigned further states that this proposal is made in
and is not founded on, or in consequence of, any collusion, agre
understanding between himself or any other interested party.

OFFICIAL ADDRESS:

American Management Systems, Inc.   American Manar
                                       FIRM NAME
                                       John Ottina
1777 North Kent Street   Signature of

Arlington, VA   22209-2166   _Vice Pres:_
                                       Title

PHONE: (703)841-6000   _December_
                                       Date

Section II
Itemized Acquisition Cost Breakdown

Application Proposal

Volume I described the proposed system LGFS PLUS and the subsystems-Job Cost Accounting and Performance Measurement. The software packages are offered to Fort Wayne on a long term license basis. The application packages, staff days and license fee are listed below.

Application Package	AMS Staff Days	License Fee
LGFS PLUS	40	$ 99,500
Online System	10	25,500
Performance Maintenance	3	10,000
Job Cost Accounting	5	25,000
TOTAL	58	$160,000

The only additional cost is for travel expense. First year maintenance is included in the license fee.

Section III

Future Maintenance Cost

The maintenance fee for the first full year of the application software is included in the license fee. Subsequent 12 month maintenance service is optional at 10% of the then current license fee for the options under service.

A. Cost of Options

The cost for all options described in our proposal are detailed in Section 2 of this volume.

AMS is able to provide additional consulting and programming if required at $60.00 per hour rate. Onsite work and travel expenses are additional.

B. Payment Terms

1. 25% of license fee upon execution of license agreement and delivery of Management Guide, Procedures Manual, Operations Guide and Data Entry Guide.

2. 25% of license fee upon delivery of software.

CITY OF FORT WAYNE

REQUEST FOR PROPOSAL

FINANCIAL MANAGEMENT SYSTEM

December 14, 1981

CITY OF FORT WAYNE

REQUEST FOR PROPOSAL

AUTOMATED FINANCIAL MANAGEMENT SYSTEM

TABLE OF CONTENTS

TABLE OF CONTENTS cont'd.

SECTION 1 - GENERAL INFORMATION

    1. <u>Purpose of RFP</u>: This request solicits proposals to furnish the City of Fort Wayne with an automated accounting and financial management system. The City seeks software capable of being installed on the City's IBM 4331 Group 2. The City anticipates meeting its financial management requirements in Calendar Year 1982 starting in January, 1982 through acquisition of a software package if that is determined to be feasible. If so, it is the City's intent to make a selection based on responses to this RFP, without again soliciting bids.

    2. <u>Background Information</u>:

        a. <u>Hardware and System Software</u>: The City now provides DP support using an IBM 4331 Group 2 computer with DOS operating system. Approximately 50 terminals are used to support development and production applications. The system currently has 3 megs of core. It is operating under CICS release 1.41, but it is expected to very shortly function under version 1.5.

        b. <u>Application Software</u>: Application systems in production status include payroll, Utility billing, Civil City accounting, purchasing/ warehousing, and miscellaneous applications. These systems were developed primarily in-house and are written in COBOL. The Payroll/Personnel may be replaced by modules of the system should the City seek to obtain the same in the near future.

    3. <u>Scope of Proposed Project</u>: The City requires a system providing comprehensive and fully integrated support for general accounting, purchasing, disbursements, expenditure and revenue monitoring and budget preparation. It is highly desirable that other modules be available which would meet the City's needs in the areas of financial planning, payroll/ personnel and Utility billing.

    4. <u>Project Funding</u>: This project will be proposed to the City Council of the City of Fort Wayne in January, 1982. Proposals responding to this RFP will be timely with respect to preparation of the proposed Utility budget for Calendar Year 1982. Any contractual agreement concerning payments must be conditional on approval of corresponding funds as part of the respective year's budget appropriation.

5. Schedule of Activities:

ACTIVITY	DATE
Release of RFP to Vendors	12/15/81
Letter of Intent requested by	12/23/81
Proposals Due	1/05/82
Completion of Evaluation and Tentative Selection	1/12/82
Introduction to City Council	1/12/82
Formal Approval of Project and Vendor Notification	Approx. 2/01/82
Execution of Contract	2/01/82
Initial Operational Capability (1)	5/01/82

1/ Target date is critical, and vendors' proposed dates will be a factor in proposal evaluation.

SECTION II - INSTRUCTIONS AND CONDITIONS FOR PROPOSAL SUBMISSION

1. _Inquires:_ General questions concerning this RFP may be referred to City of Fort Wayne, ATTN: Aaron Gluck, Purchasing Director, City-County Building, One Main Street, Fort Wayne, Indiana 46802. Phone (219) 423-7037. Questions concerning specific functional requirements, including those detailed in Appendix A, Capabilities Checklist, should be referred to Alan Zirkle, Director of Operations, (219) 423-5146.

2. _Letter of Intent:_ It is requested that vendors who intend to submit proposals so notify the City of Fort Wayne in writing by December 23, 1981. The letter of intent should include:

    a. A list of at least five (5) governmental agencies using the proposed software. It is desirable that these agencies be local governments with requirements similar to City of Fort Wayne. For each of these user references, please provide address, name of knowledgeable person to contact, phone number, date system became operational, and comments noting agency's software.

3. _Exceptions to RFP Specifications:_ It is intended that this RFP describe City requirements and response format in sufficient detail to secure comparable bids. However, bidders are not precluded from submitting proposals which differ from the described specifications. Such proposals to be in the interest of the City, they will be considered.

4. _Implied Requirements:_ All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the vendor, shall be included in the bid.

5. _Vendor-supplied Materials:_ Any material submitted by a vendor shall become the property of the City unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.

6. _Optional Features:_ Proposals may contain description of minor options or alternatives which may be available to the City; these descriptions must clearly identify such items as options, and indicate any cost impact. Base costs shown in the Proposal Cost Summary are to exclude costs of such options. The cost data volume of each response should identify and itemize separately and actual cost impact of such options.

7. _Training:_ Proposals shall include all required on-site training of user and DP personnel, including technical training in the use of any proposed systems software.

8. **Multiple Proposals:** Any major variations or alternatives, such as language other than COBOL, should be presented as additional proposals. Such secondary proposals should follow the same instructions and format as the primary proposal, but need include only information which differs from it.

9. **Contract Development:** If it accepts a proposal, the City intends to enter into a contractual agreement with the vendor providing the selected system. Contract discussion and negotiation will follow selection of the apparent successful bidder. Because of the complex nature of this acquisition, it is unlikely that an award will be made directly on the basis of proposal content. The City reserves the right to negotiate further with one or more vendors. The content of the RFP and the successful bidder's proposal will become an integral part of the contract, but may be modified by provisions of the contract. Vendors must be amendable to inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process. Vendors are requested to submit current contract forms with their response for review by the City.

10. **Proposal Submission:** Proposals are to be submitted in accordance with the instructions in Section IV, by the date specified in Section I, para 6 (Schedule of Activities).

SECTION III - REQUIREMENTS FOR PROPOSED SYSTEM

1. General Requirements:

    a. Preceding paragraphs covering purpose of the RFP, current appli-
cations, scope of project and acceptable alternatives are descriptive of gen-
eral requirements.

    b. The system acquired must have a capability for on-line data
entry, file maintenance, transaction editing, and inquiry. The system must
also have the ability to process transactions in an off-line batch mode so
as to better manage computer resources.

2. Capabilities Checklist: Appendix A is a checklist of desired sys-
tem features. The checklist is to be completed by vendors and returned with
proposals.

3. Software Requirements:

    a. The City contemplates a phased implementation of the acquired
system. The first phase must include, but need not be limited to, purchas-
ing/procurement, statistical reporting, project and program reporting, and
budget preparation. Of less urgency are requirements for fixed asset account-
ing, and payroll/personnel. All components of the system must be fully inte-
grated when implemented.

    b. Although the implementation plan may reflect deferred acquisi-
tion of some software components, the vendors cost data (Section IV, Para-
graph 2.b) and other parts of the response must address all functional
requirements outlined in the RFP.

    c. Documentation must include instructions for users, computer
operators, programmers, and systems administrators.

    d. Full maintenance documentation is desired for all vendor-pro-
vided software, to include narrative and graphic descriptions and program
source listings. Programs should be annotated and formatted to facilitate
maintenance.

    e. Note the vendors intent to support their software application
during the seven (7) years following installation date.

    f. The program language should be COBOL. Any variations should
be specified on Page 4, paragraph 8, Multiple Proposals.

4. <u>Acceptance Test</u>: An acceptance test will be developed by the City with support from the selected vendor. Test objectives will be to determine that the delivered system interfaces appropriately with all other of the City's systems and performs adequately, and that it meets the City's requirements established during selection. Results will be used to determine the vendor's satisfaction of contractual obligations for delivery of an operational system.

SECTION IV - VENDOR RESPONSE FORMAT AND CONTENT

1. <u>Letter of Intent</u>: See Section II, Paragraph 2.

2. <u>RFP Response</u>: Proposals should be presented in four (4) separate volumes organized as described below. Adherence to this format is important to the City's evaluation process.

a. <u>Volume I - Descriptive Information</u>: This volume should stand alone as a description of the proposal and not require reference to other materials. It should contain the following sections only, in the sequence listed.

Section 1 - <u>Proposal Summary</u>: A non-technical summary providing a management-oriented overview of the proposal. It should identify software modules and the functional capabilities they will provide, project phasing and organization, vendor support, and City responsibilities and resources required. Do not include cost data in this volume.

Section 2 - <u>Proposed Approach</u>: Describe the proposed approach to providing the City with the required capabilities. Include sufficient detail for technical evaluation. It is not necessary to repeat information contained elsewhere in Volume I; reference other sections as appropriate.

Section 3 - <u>Project Organization</u>:

(1) Describe a recommended time-phased implementation plan reflecting major tasks and milestones in planning, preparation, training, testing, and acceptance. Describe City responsibilities, and all resources required.

(2) Describe the scope and level of effort of vendor support for the project implementation. Identify by name the personnel who will be assigned to provide the on-site support, and describe their backgrounds and pertinent experience. Identify any sub-contractors to be employed, and their role.

Section 4 - <u>Capabilities Checklist</u>: Include a copy of the checklist provided as Appendix A to this RFP, completed in accordance with accompanying instruction.

Section 5 - <u>Software Description</u>:

(1) Provide any additional software information necessary to show satisfaction of City requirements, or to describe features of potential value to the City but not specified as requirements.

(2) Identify any requirements for new systems software or development software; if any of these are not included in the bid, so indicate.

Section 6 - <u>Client References</u>: To augment references provided with the letter of intent, provide a listing of other installations of the proposed software, with operational dates and points of contact.

Section 7 - <u>Other Information (Optional)</u>: Include other information considered necessary to an understanding or evaluation of the proposal. Attention is invited to the evaluation criteria listed in Section V of the RFP. Limit to six (6) pages.

b. <u>Volume II - Cost data</u>: This volume should contain all cost information for the proposal. Prices must be valid through March 1, 1982.

Section 1 - <u>Completed Proposal Cost Summary</u>: (A blank copy is attached as Appendix C to the RFP.)

Section 2 - <u>Itemized Acquisition Cost Breakdown</u>: Provide an itemized breakdown of costs reflected in the Proposal Cost Summary: Show license fees and one year maintenance costs for all required application software by modules; estimated costs of any site preparation; purchase and maintenance costs for all required new systems software and program development software; costs of vendor on-site support for project implementation, to include training; any other costs which the City will incur in implementing the project. Show all discounts for which the City is eligible. Show sub-totals and totals corresponding to those included in the Proposal Cost Summary.

Section 3 - <u>Future Maintenance Costs</u>: Itemize maintenance costs for one full year. Include maintenance for: (a) all application software, and (b) support software provided by vendor.

Section 4 - <u>Cost of Options</u>: Provide detailed cost information for any optional program modules or other items described in the response, and now included in Section 1 and 2. Indicate rates charged for optional consulting and programming work, both on-site and at vendor's location. Show fee for perpetual license for each software module.

Section 5 - <u>Vendor Financial Status</u>: Provide information to support an evaluation of the Vendor's current financial status.

c. <u>Volume III - Sample Contract and Documentation</u>:

Section 1 - <u>Sample Contract</u>: Provide for City's review a sample copy of Vendor's contrct forms.

Section 2 - <u>Sample Documentation</u>: Provide sample documentation as follows:

(1) A program source listing which illustrates typical program structure and annotation.

(2) Portion of user manual describing detailed procedure for year-end closing of accounting files, and related user capabilities.

(3) Portion of operations manual.

(4) Documentation describing recovery and restart procedures to be employed in the event of accidental destruction of general ledger account records.

(5) Portion of data entry instructions.

    d. <u>Volume IV - Additional Material (Optional)</u>: Include in this volume any desired additional information or promotional materials.

   3. <u>Number of Copies</u>: Volumes I and II should be provided in one copy, Volumes III and IV and one copy. Copies should be packaged together in one separate sealed envelope marked "SEALED BID FOR FINANCIAL MANAGEMENT SYSTEM". All volumes, including this sealed envelope, may then be forwarded in one container. Address responses to:

                  City of Fort Wayne
                  ATTN: Aaron Gluck
                  Purchasing Department
                  City-County Building
                    One Main Street
                  Fort Wayne, IN 46802

SECTION V - PROCESSING OF RESPONSES AND APPROACH TO AWARD OF CONTRACT

1. <u>Opening of Bids</u>: Sealed proposals will be accepted until 12:00 noon on the "Proposals Due" date as shown in the Schedule of Activities (Section I, Paragraph 6). Immediately thereafter, all bids will be publicly opened and the Proposal Cost Summary read aloud in the presence of any bidders in the Board of Works Hearing Room. Bidders are invited but not required to attend the bid opening.

2. <u>Evaluation of Responses</u>:

a. Proposals will first be examined to eliminate those which do not respond to stated requirements, and to identify the several most promising responses.

b. The most promising reponses will be evaluated in detail. Systems documentation and additional information may be sought from vendors. Vendors may be asked to present and explain their proposals at management and technical levels. The proposal which then appears most favorable to the City will be compared to other proposals of lower cost. This analysis will examine differences in costs and benefits; cost differences must be justified by the value of the greater benefits.

c. The detailed evaluation will result in selection of an apparent successful bidder. Contract negotiation then will be started as soon as possible. (Attention is invited to Section II, paragraph 9, Contract Development.) If a contract for any reason cannot be negotiated, another vendor will be selected as the apparent successful bidder.

3. <u>Evaluation Criteria</u>: Factors to be considered in evaluation will include:

a. Ability of vendor to satisfy functional requirements and other objectives. Focus is on attributes of the proposed application software.

b. Total system costs, including costs of vendor's products and services, system software purchase and maintenance costs, installation costs, and cost to City of resources required to support installation and operation of the system.

c. Vendor's ability and willingness to make needed software modifications as part of the proposed implementation.

d. Anticipated level, timeliness and quality of vendor's support during and after planning and implementation.

e. Vendor's implementation plan and personnel assigned.

f. Vendor's ability to meet an operational readiness by an agreed-upon date.

g. Time required for installation of an operational system.

h. Ease with which the City can effect future software changes. (Primarily dependent on completeness and quality of program maintenance documentation.)

i. Favorable assessment, by other clients with similar needs, of the vendor's proposed products and services.

j. Characteristics of support software.

k. Vendor's experience in installing proposed software.

l. Vendor's experience with local governments and other governmental users.

m. Vendor's general qualifications including such factors as organization size, financial position and time in business.

n. Availability from vendor of integrated software modules addressing a broad range of financially related applications.

4. <u>City's Option</u>: The City reserves the right to reject any or all bids, to waive any informalities in the bids received, and to accept the proposal deemed most advantageous to the City.

APPENDIX A

CAPABILITIES CHECKLIST

CITY OF FORT WAYNE

REQUEST FOR PROPOSAL

FINANCIAL MANAGEMENT SYSTEM

APPENDIX A
CAPABILITIES CHECKLIST

Vendors are requested to use this checklist to describe the proposed software's specific functional capabilities. The purpose is threefold; (a) to assist the City in identifying areas on which to focus in later discussions; (b) to support efficient comparison and evaluation of proposals; (c) to indicate general system requirements to vendors. Completion of the checklist in accordance with instructions below is essential to satisfy the first two of these purposes.

Taken collectively, capabilities listed do indicate general requirements. Individually, the items vary in importance. The importance of many depends on the approach which a proposed system takes in handling implied broader needs; that importance can be determined only in the context of a specific proposal. Hence, vendor responses to individual checklist items will not be evaluated in isolation, or without considering total capabilities described in a proposal.

Capabilities are grouped by category as a matter of convenience. They are listed in the category to which they appear most closely related. Some are applicable to more than one category. The list following each category heading should not be construed as all-inclusive.

Vendors should make entries in the "Vendor Status" column as follows:

    N - (Now) Full capability is now provided by the proposed software.

    A - (Add) Full capability not provided now, but will be added prior
        to system installation at no additional cost.

    P - (Partial) Will be provided only in part, or not as described.
        (Please explain by comment.)

    X - (No) Not provided. (May explain by comment.)

Comments to explain P and X entries should be inserted below the corresponding items. A continuation sheet may be used.

Questions concerning specified user-oriented functional capabilities may be referred to Alan Zirkle, Director of Operations, (219) 423-5146.

Capability	Vendor Status
GENERAL:	
1. All modules of the system should employ CRT terminals for on-line: a. Transaction entry, correction, and editing	
2. b. File maintenance	
3. c. Initiation of report production and other batch jobs (through text editor located on-site)	
4. d. Inquiry	
5. Terminal use based on a "menu" approach, whereby user selects functions to be performed based on displayed information.	
6. Minimize user requirements for input form preparation and data entry, through use of tables, a date base, or by other means.	
7. Provide for one-time entry of data supporting internal double entry fund accounting.	
8. Support reporting by fund, organizational element, appropriation, program, and project or grant.	
9. Modified accrual accounting, expenditures on accrual basis, revenues on either cash or accrual basis as specified by user.	
10. User-defined fiscal year-end.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
11. Provide security facilities allowing user to selectively limit access to files and programs on the basis of requester's ID, passwork, terminal used and function performed (read vs. write).	
12. Provide full backup capabilities and facilities for recovery and restart following system or program failure, or detection of a data exception.	
13. Provide capability to use a transportable storage medium to permit off-site storage of backup files.	
14. Updating to occur as entered or at least on a daily basis.	
15. Transaction detail listings to be available daily, monthly, year-to-date, and potentially life-to-date, with variable formats.	
16. Provide facilities to support detailed auditing in accordance with established procedures. Requirements include a sound audit trail, reconstructible data and adequate record retention.	
17. Provide a capability for departments which receive revenues to enter revenues projections. These will project the amount and time of receipt of anticipated revenues, by line item, for the current fiscal year, and for future periods as required by other subsystem. Capability to update the projection is required. Periodic revenue reports are required which allow ready comparison of actual with projected revenues. Reports showing department and municipal consolidations, and consolidations by item categories, are also required.	
18. Provide a capability for each budgeting department to enter an expenditures plan. This plan will project the timing and amount of expenditures for each budget item for the current fiscal year, and for future periods as required by other subsystems. A capability to update projections is required. Periodic expenditures reports are required allowing ready comparison of actual with projected expenditures. Department and city-wide consolidations, and consolidations by category also are required.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

	Capability	Vendor Status
19.	Support the expenditures components of Budget Preparation, Cash Flow Management, and Financial Modeling and Planning functions. (A major consideraiton is collection of projected expenditures data for future periods as required to support these funcitons, in the proper form and level of detail.)	
20.	Provide capability to easily modify reporting structures.	
21.	Provide for recording transactions and costs at "cost center" level and for accumulating to higher reporting levels.	
22.	Provide on-line, high volume maintenance capabilities for account additions and deletions, and specification of exception parameters and report options.	
23.	Accomodate the new 9-digit ZIP code.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
CONTROLS:	
24. Batch controls on all transaction groupings.	
25. Provide a batch balance report allowing comparison of manual and machine-developed totals for transactions.	
26. Internal balancing of all funds.	
27. Out-of-balance batches to reject batch and perform corrections on-line.	
28. Provide automated checks for proper sequence of jobs in multi-job runs.	
29. Data files to contain control record counts and dollar totals which are used for verification of processing.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

	Vendor Status

VALIDATION, EDITING, CORRECTIONS:

30. Provide for validation, editing and correction of input data before it is entered into ledger files.

31. Provide positive verification of account number input (matching key) prior to ledger file update.

32. Edit all transactions, both financial and non-financial.

33. Provide capability to produce printed batch and/or transaction listings which clearly identify errors.

34. Provide for editing to be ocmpleted prior to updating of ledger and table records to insure only clean data is used.

35. Provide error recycle file to reduce error correction effort, and allow correction input on error fields only.

36. Automatically create appropriate entries to maintain balance of the system, adjusting for erroneous transactions rejected during edit phase.

37. Validation capability for maintenance changes showing "changed from _____ to _____".

38. Validate each accounting transaction for balance before accepting.

39. Provide for on-line correction and/or modification of previously made entries by authorized users.

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PROJECT OR GRANT ACCOUNTING:	
40. Project can be predefined to one or more cost centers. Activity coded to the cost center automatically posted to the project.	
41. Revenue, expenditures, and encumbrances reported by project.	
42. User-defined accumulation of similar projects to one higher level.	
43. Automatic rejection of attempted overexpenditure of remaining project budget.	
44. Optional project chart of accounts.	
45. Project year-end independent of fiscal year-end.	
46. Report project status for current month, YTD, and inception to date.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PROGRAM ACCOUNTING:	
47. Support a user defined program structure independent of organization and appropriation.	
48. Report revenues and expenditures by program on the same report.	
ORGAÑIZAITONAL (RESPONSIBILITY) REPORTING:	
49. Provide the capability for a user-defined organization structure.	
50. Provide a variable number of detail cost centers within any organizational element.	
51. Report revenues and expenditures on the same report by lowest-level responsibility areas.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
UNIT OF SERVICE AND STATISTICAL REPORTING:	
52. Provide a capability to support performance measurement through collection of non-monetary statistical data associated with specific accounts or line items. For example, permit collection of number of people served and miles traveled by the bus system, and the work time used and number of inspections completed for the City fire inspection program.	
53. Provide capability for unit-of-service cost reporting, and for recording and reporting units of service at any level of organization, program, and project or grant.	
54. Support reporting of multiple units of service at cost center or any level of organization or program (actual vs. budget, with unit cost calculated.)	
55. Provide automatic roll up of units of service to any level of organization or program.	
56. Provide ability to post non-financial transaction data for use by the general ledger subsystem, and other subsystems as required, to support performance analysis.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

	Capability	Vendor Status
	SYSTEM-GENERATED REPORTS:	
57.	Generate reports reflecting current expenditures and encumbrance/obligations in relation to corresponding budgeted allotments and/or appropriations. Reports should be produced monthly or, optionally, on user request.	
58.	Provide both historical and current data to the lowest budget unit as determined by the user, and summarize data to each organizational level above the budget unit.	
59.	Statements and/or reports to be issued to Department/Divisions/Funds should be structures by lowest organizational unit and "rolled-up" to desired organizational level.	
60.	Report at user-specified organizational levels within Program and/or Project/Grant, with roll-up summaries.	
61.	Report sources of funds for each organizational level within Program or Project/Grant.	
62.	Permit all reports, routine and exception, to be produced automatically or on request, at the user's option.	
63.	Allow for a user-specified, flexible reporting schedule, with capability to produce reports: (a) Daily (b) Weekly (c) Monthly (d) Quarterly (e) Annually (f) On-call	
64.	Report all transactions on formatted reports. Allow user to select report sequence, totalling and level of detail to be printed.	
65.	Provide a chart of accounts report on user request.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
INQUIRY/REPORT WRITER CAPABILITY:	
66. Provide facilities to generate periodic and ad hoc reports using a flexible, user-oriented report writer capability, with output to termincal or printer.	
67. Permit retrieval of transaction and file record data using multiple selection criteria.	
68. Provide selective user access to all appropriate on-line files or sections of the data base.	

69. Report writer able to perform the following calculations:
 	
  -- Account add, subtract, divide, multiply
  -- Calculate change and percent of change	

70. Computations to take place immediately so that the result can be used by later calculations employed for the same report.	
71. Permit each calculation to contain multiple factors, including user-defined constraints.	
72. Allow the user to define formats, and compile data fields and description fields in a desired display format. The user should be able to display accounts or cost centers or time periods in line sequence or in column sequence.	
73. Allow the user to control the printed line/column total line. Permit multiple accounts to be summarized and reported on one report line or column, without having to specify a calculation. Permit a total line to be created by adding or subtracting a series of detail accounts.	

74. Report writer able to provide run time options allowing the user to alter:
 	
  -- The sort key
  -- Report frequency
  -- Sub-totalling options
  -- Choice of summary or detail	

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Capability	Vendor Status
INQUIRY/REPORT WRITER CAPABILITY, continued:	
75. Permit user to define report title and columnar captions.	
76. Permit user to define different data line formats within the same report.	
77. Permit user to determine the number of print lines per page.	
78. Permit user to specify the spacing between columns.	
79. Permit user to designate specific fields as sort keys.	
80. Permit at least five separate levels of subtotals within the body of the report.	
81. Permit total lines to be formatted differently than data lines.	
82. Permit user to control the spacing between print lines.	
83. Provide user option to suppress the printing of zero value lines or columns.	
84. Headers and titles should be repeated automatically on continuation pages, and number incremented on multiple page reports.	
85. Provide option to produce output in report format or in transaction format.	
86. Permit production of multiple reports in one report cycle.	

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Capability	Vendor Status
INQUIRY/REPORT WRITER CAPABILITY, continued:	
87. Allow the user to specify which cost centers and hierarchy units will be printed.	
88. Allow the user to sort reports to specified output devices for storage or printing.	
89. Provide ability to produce monthly reports for any prior month in current year or the previous year.	
90. Provide ability to show multiple months' data on the same report (i.e., Jan., Feb., Mar., ...Dec.).	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

	Capability	Vendor Status
	GENERAL ACCOUNTING/GENERAL LEDGER:	
91.	Collect financial and statistical data to support the General Ledger Subsystem.	
92.	Post transactions to the General Ledger, and provide a record of these transactions.	
93.	Provide data necessary to continuously monitor the City's financial position.	
94.	Provide capability to post transactions to the next future period, or to current or past periods, as required. Properly classify and process this transaction activity.	
95.	Permit a user-defined chart of accounts. Permit user modification when desired.	
96.	Provide for use of a standard chart of accounts across all funds to enhance consistency in transaction coding and easy preparation of combining statements.	
97.	Provide monthly trial balance reports that can be generated on an ad-hoc basis.	
98.	Provide a periodic balance sheet with user-defined grouping of accounts, user-defined titles, and user-defined totals.	
99.	Provide a periodic statement of changes in fund balance with user-defined grouping of accounts, user-defined titles, and user-defined totals.	

± N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
GENERAL ACCOUNTING/GENERAL LEDGER:	
100. Permit user-defined multiple funds.	
101. Provide capability for multiple preliminary closings before final closings.	
102. Provide automated closing of accounts to fund balance, under user control, at year-end.	
103. Provide a periodic control report with user-defined account groupings.	
104. Permit balance sheet accounts to be treated as restricted (no external entries allowed in specified control accounts) or unrestricted, as specified by user.	
105. Provide a monthly report of analysis of fund revenue, with actual and budget revenue listed by revenue source.	
106. Provide a periodic listing of selected accounting transactions.	
107. Provide automated secondary fund accounting, with user-defined fund and general ledger account (enterprise funds, capital funds, etc.), on expenditures.	
108. Provide a monthly report of analysis of fund expenditures, with actual and budgeted expenditures listed by object.	
109. Accept back-dated transactions and post.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

	Vendor Status

GENERAL ACCOUNTING/GENERAL LEDGER, continued:

110. Close the user's general books at the end of the normal accounting periods, under full user control. Permit user to close on any day following the end of a period.

111. Allow for multiple posting runs for any posting period.

112. Automatically generate double entry fund accounting from transaction coding.

113. Produce audit reports upon request. These should be detail account analysis reports to allow reviewing all transactions for a particular account for a specified period of time.

114. Maintain account history data for the current year and either one or two prior years at users' option.

115. Provide ability to set up, through Chart of Accounts definition, special account records for internal costing purposes (i.e. in kind for another entity) with such records not reported for external financial statements.

116. Permit posting to multiple months, multiple fiscal years.

117. Provide adequate information to support generation of cash, full accrual and modified accrual basis financial statements by fund.

118. Provide financial statements, records and reports as required, including but not limited to:

    -- Statement of Revenues, Expenditures and Transfers
    -- Balance Sheet
    -- Trial Balance
    -- General Ledger
    -- Sources and Disposition of Funds
    -- Internal Control Reports

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	Vendor Status

GENERAL ACCOUNTING/GENERAL LEDGER, continued:

119. Provide capability to maintain and meet special accounting requirements for all types of funds including:

        -- Governmental Funds
        -- Enterprise Funds
        -- Internal Service Funds
        -- Judiciary Funds
        -- Account Groups
        -- Special Revenue Funds
        -- Capital Project Funds

120. Provide capability to perform accounting functions in accordance with generally accepted accounting principles for governmental agencies, including GAAP and MFOA guidelines.

121. Provide a financial statement grouping capability.

122. Provide capability to summarize individual line-item accounts into meaningful groupings of accounts for use in financial reporting.

123. Provide capability to restructure account groupings without changing computer programs.

124. Provide capability to carry forward appropriations at year-end in selected, user-specified funds.

125. Permit manual review of each encumbrance to determine whether funds should be carried forward to the new fiscal year.

126. An amount approved for carrying forward to a new fiscal year should be combined with the current year approved budget amount for the appropriate account. However, amount carried forward also should be maintained separately within the account.

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

GENERAL ACCOUNTING/GENERAL LEDGER, continued:

127. For appropriations carried forward from the previous year, appropriation checking should be performed separately against the current year budgeted amount and amount carried forward from the previous year.

128. Provide monthly detail and summary reporting for expenditures charges to appropriations carried forward from the previous year.

129. Provide a rapid means of changing the data base to reflect changes in organization structure and to produce reports of such changes in a user-readable format.

130. Process subsidiary ledgers with trial balances.

131. Transfer funds intra-agency and inter-agency (revolving funds, payroll clearings) and generate a report showing all transfers.

132. Journal entries generated should have debit-credit entries within an individual fund and relate same in other funds if they are involved.

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* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
ENCUMBRANCES:	
133. Provide ability to record purchase orders, contracts and other planned future payments as encumbrances.	
134. Permit recording of encumbrances based on accounting structure.	
135. Encumber against account balance if funds available, if not, reject for user action.	
136. Permit modification of encumbrances (increase, decrease or reversal); generate appropriate accounting entries. Provide entries to the general ledger and to the open purchase order file to modify an encumbrance.	
137. Provide automated partial or complete liquidation of an encumbrance by payment against a claim/vendor invoice.	
138. Provide a list of open encumbrances upon user request.	
139. Reinstate selected open encumbrances from fiscal year to fiscal year.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

	Capability	Vendor Status
CONTRACTS:		
140.	Provide special processing for contracts.	
141.	For contract payments, enter all required information after verification of all invoices and supporting documents. The system should automatically check the contract balance, reduce the balance by the amount of the payment and authorize payment.	
142.	Identify contract as executed and allow payments to be made when contract is executed.	
143.	Reject and report disbursement requests in excess of remaining contract balance. Allow user override of rejection.	
144.	Contracts encumbered when let.	
145.	Optional assignment of a contract to a project (only one project is permitted).	
146.	Provide ability to process contract change orders (increase or decrease).	
147.	Permit disbursements (manual or mechanized) for progress payments or retainage.	
148.	Maintain complete history of contracts; provide reporting on request until contract is deleted.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
DISBURSEMENTS:	
149. Provide for automated writing of checks (warrants).	
150. Provide multiple bank account disbursement capability.	
151. Provide ability to issue one check for multiple vouchers.	
152. Permit user to determine the maximum check amount to be written on the system. The user should also be able to hold payment at the invoice and/or vendor level.	
153. Provide automatic reversal of accounting distribution for voided checks.	
154. Provide automated support to check reconciliation process.	
155. Prepare a register of checks written.	
156. Print original and voided check numbers on the check register and check reconciliation reports for audit purposes.	
157. Provide automatic restart procedures for the check printing routine.	
158. Accomodate manually issued checks and checks from other systems such as payroll.	
159. Provide the capability to record and report on manual checks written. The system should accept payment information, generate required journal entries, eliminate any encumbrance, adjust account balance, and enter check on check register and outstanding check file. The check register should present separately both manual and system-generated checks.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
DISBURSEMENTS, continued:	
160. Write checks on request. Request specifies payment through a specific date, and specifies a topside limit on disbursements.	
161. Print no negative checks.	–
162. Provide ability to hold all payments for specified vendors, or specified invoices.	
163. Allow user to specify special routing/handling for checks and payments.	
164. Provide ability to hold or not to hold payment.	
165. Allow for due-date processing. The system should calculate due date from the invoice date and vendor terms. User should be able to override the calculated due date as required.	
166. Provide for optional check-writing less frequently than daily, e.g., bi-weekly. When producing checks, user should be able to specify a "pay through" date. System will then pay all items with a due date less than or equal to the "pay through" date, except for those items which have been flagged for special consideration.	
167. Provide for producing one check for multiple invoices/credit memos. All invoices/credit memos due and payable to a vendor on a given payment date should be combined and paid with one check. The check stub or remittance advice should detail all items paid.	
168. Provide capability to check expenditures against monthly, year-to-date and annual budget.	
169. Reject transaction if total annual budget is exceeded; generate exception report.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PURCHASING/ACCOUNTS PAYABLE:	
170. Collect data concerning current and projected City expenditures and accounts payable, excluding payroll. Provide automated support to City purchasing operations.	
171. Accept "one sided" entried and automatically generate offsetting entries. For example, when generating a check for Accounts Payable, also automatically generate all required accounting entries. In addition, all entries to control accounts should be made automatically.	
172. Provide selective access to pending and past payments.	
173. Maintain open Accounts Payable records. Provide summary reporting of Accounts Payable by fund and account number for user in preparing accrual basis statements.	
174. Provide the ability to post voucher data to appropriate vendor records.	
175. Provide ability to interface with the general ledger, providing account validation, accruals, reversals, and journal entries. The system should also provide the ability to automatically generate accounts payable distribution and offsetting transactions under user control.	
176. Provide for cost requirements reporting including unpaid vouchers by vendor, and due date.	
177. Provide the user with a simple method of handling "One-Time" vendors.	
178. Permit any distribution error to be corrected by the user without having to back out the invoice and resubmit it.	
179. Provide 1099 reporting capabilities.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PURCHASING/ACCOUNTS PAYABLE, continued:	
180. Allow specified payment date for invoices to take advantage of vendor discounts and/or payment terms.	
181. Provide vendor history retention capability.	
182. Treat intra-government billings as expended immediately with credit given to billing agency.	
183. Permit payment distribution to multiple accounts, including distribution to different cost centers, appropriations, funds and project/grants.	
184. Reject duplicate documents.	
185. Process credit memos.	
186. Provide interfaces with the General Ledger and other subsystems.	
187. Provide for processing of credit and debit memos to adjust the amount due if items are returned, or if an invoice is incorrect.	
188. Generate an exception report if invoices indicate that purchase order cost will be exceeded and a change order may be required.	
189. Maintain a Purchasing Commodity Catalog.	
190. Enter requisition on-line by line item.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PURCHASING/ACCOUNTS PAYABLE, continued:	
191. Accumulate total requisition cost from line item costs and compare the total cost to the account balance.	
192. Generate a monthly statement of purchase order balance for use by the user department and vendor.	
193. Change orders (purchase orders or contracts): enter changes on-line.	
194. Automatically recalculate line item changed or added.	
195. Automatically calculate cost of change order and compare the total cost to the account balance.	
196. Adjust encumbrances; encumber added cost of change order if funds available; if not place change order in suspense for user action.	
197. Maintain open purchase order records against which receiving reports and invoices will be matched upon entry from Accounts Payable.	
198. Permit multiple account distribution on each PO.	
199. Account for revenues by source.	

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Capability	Vendor Status
ACCOUNTS RECEIVABLE/REVENUES:	
200. Provide a capability for automated entry of cash receipts data where received.	
201. Provide one common data entry transaction for all cash receipting.	
202. Provide for aging of accounts.	
203. Accounts receivable subsystem should include: receivables created from sales to outside customers.	
204. Receivables created from sales to other City agencies.	
205. Receivables created from agency enterprise operations.	
206. Complete interface with general ledger system.	
207. Provide flexible, user-defined aging criteria.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
BUDGET:	
208. Provide capability to generate a pro-forma budget for each department having budget responsibility. Include budget totals and subtotals, and produce department and city-wide budget consolidations. These are to be retained in memory and be accessible to users.	
209. Provide capability for users to control the logic employed in generating pro-forma budget amounts for different line items. (e.g., users may need to specify an amount of zero for selected items, specify use of the previous year's budget amount or amount actualoly spent, or specify a factor to be applied to the previous year's amount.)	
210. Provide capability for users to receive a printed copy of the pro-forma budget.	
211. After budget approval, the corresponding stored pro-forma budget data must be accessible to other financial management subsystems, or be transferred as required, without need for reentry of data.	
212. Provide the capability for top-down budgeting starting at any organizational level above the cost center level, and for prorating budget units on the basis of previous years' or current year history.	
213. Provide for the budgeting of memorandum accounts.	
214. Provide capability to modify original budget to accomodate any budget unit reorganization during the fiscal year; report original budgeted amounts under both the old and new structures.	

215. Support monthly budgeting (expenditure projections) by cost center, using any of three development methods at user's option:
 	
    -- Annual amount allocated by month.
    -- Annual amount allocated by payroll cycle
    -- Budget specific amount for a specific month	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
BUDGET, continued:	
216. Provide capability to change appropriations and expenditure projections at any time during the year.	
217. Permit cost center budgets to be summarized or rolled up by organizaton structure, program structure, and appropriation, as well as by fund.	

218. Permit three cycles to be tracked during the budget process:
 	
   -- Estimated for current year
   -- Requested for next year
   -- Approved for next year	

219. Permit multiple budget iterations to be provided in each cycle.	
220. Report monthly pro-forma results of revenue and expenditure estimates for all funds and appropriations.	
221. Permit cost centers to be reassigned to new appropriations and/or funds without disturbing current-year processing.	
222. Establish budget for expenditures at the line item level; provide capability to control expenses at the line item, group of line items within cost center, and group of cost centers levels.	
223. Provide the capability for a budget summary report of line items by major class across all account structures.	
224. Provide capability to carry-forward residual prior year appropriations to the new year.	
225. Provide capability to budget by program and project, at user's option.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

FINANCIAL PLANNING, MODELING AND FORECASTING:

226. Provide capability to develop projections of future revenues and expenditures. Provide flexibility with respect to:

    -- Organizational elements included.

227.   -- Line items included

228.   -- Time period subdivision. Allow breakout by accounting period (month), by quarter, or by year.

229.   -- Outpu Format. Produce printed output with selective inclusion of automatically generated subtotals and totals, corresponding to each line item.

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
FIXED ASSETS (if purchased):	
230. Maintain and update historical records of designated capital asset items by budget unit.	
231. Provide periodic reports to specified organizational elements indicating the capital assets that equal the element's General Ledger Capital Assets Account Balance.	
232. Provide for maintenance of insurance replacement values; report periodically.	
233. Provide interface with accounts payable, (e.g., to reflect receipt of fixed assets) and other subsystems as required.	
234. Provide ability to record depreciation for internal reporting.	
235. Provide for accounting for fixed assets and for collection of maintenance and operating costs associated with those assets. Print summary reports to meet account and audit requirements.	
236. Maintain data concerning disposal of fixed assets.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PAYROLL AND PERSONNEL (IF PURCHASED):	
237. Provide for collection and recording or employee information and tabular data to support payroll and personnel functions.	
238. Provide capability to implement multiple pre-tax and post-tax deductions in calculating amount witheld and net pay.	
239. Provide computer-generated payroll checks.	
240. Provide capability for manual issue of paychecks and posting of these to automated records.	
241 Provide for recording of a factor which relates each position to a full time position in terms of prescribed work time.	
242. Provide capability for collecting time cost-tracking data and for recording of this data to support performance measurement, and support a program cost accounting subsystem if that is implemented.	
243. Provide capability for automated interface with other elements of the financial management system, such as expenditures records.	
244. Allow for multiple basis of time reporting (i.e., hourly, daily, monthly, weekly).	
245. Allow for daily, weekly, bi-weekly, semi-monthly, monthly and advance pay cycles.	
246. Permit multiple basis of distribution of labor costs (to include actual costs, applied costs to indirect costs, leave costs and benefit costs.)	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

Capability	Vendor Status
PAYROLL AND PERSONNEL, continued:	
247. Support Automatic Deposit Reporting on an electronic medium.	
248. Support reporting for P.E.R.S. and FI.I.C.A. by electronic medium or printed copy.	
249. Print deduction and benefits reports.	
250. Provide for EEOC reporting.	
251. Provide ability to apply multiple hourly pay rates as required.	
252. Print W-2's.	
253. Print time sheets/cards/reports.	
254. Maintain vacation, sick and compensatory leave information.	
255. Allow user to machine print special pay checks (i.e. termination).	
256. Provide for position control and costing (e.g., to confirm only budgeted, approved positions are filled).	
257. Produce selective salary classification listings.	

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

PAYROLL AND PERSONNEL, continued:

258. Permit integration of payroll date into existing special programs (e.g. CETA, WIN), with appropriate reports.

259. Allow for multiple gross salaries to include taxable gross, total gross, F.I.C.A. gross and other gross salary.

260. Maintain both pay period and accumulative data YTD.

261. Allow for benefits and deductions by individual, organization, or bargaining unit.

262. Provide for issuing special pay or priority checks.

* N=Now, A=To be added, P=Partial or not as described, X=Not provided

APPENDIX B

VENDOR QUESTIONNAIRE

CITY OF FORT WAYNE

REQUEST FOR PROPOSAL

FINANCIAL MANAGEMENT SYSTEM

APPENDIX B

VENDOR QUESTIONNAIRE

Vendors are requested to respond to each of the following questions and requests, using the space following each question. Attach continuation sheets as required. Include the completed questionnaire as Section 5, Volume III of the RFP response.

GENERAL

1. How can the City of Fort Wayne best validate the capabilities of the proposed system prior to selection?

2. a. Will the vendor demonstrate the proposed system?

   b. If so, when and where?

3. If selected as a "finalist", how does the vendor propose to present additional information to City management and technical personnel?

4. a. What application software is available from the vendor, in addition to that proposed, which would be of potential value to the City?

b. To what extent can it interface with the proposed software without modification of either?

c. What is the number of current users of the proposed software?

5. a. What "human engineering" features have been incorporated in the user's CRT interface with the system?

b. What other system design features facilitate user training and acceptance, and enhance user productivity?

6. Does the vendor have a users' group? If so, how many members? (Please identify a point of contact, with phone number.)

IMPLEMENTATION -

7. a. What acceptance tests does the vendor propose? (Indicate nature and scope.)

b. Will the City participate in developing test files, and provide specific transactions to be used in acceptance tests?

8. a. What training will be needed for City user personnel? (Indicate subjects, objective, and time required.)

    b. For DP operations personnel having responsibility for CPU operation and program maintenance?

    c. Where, and by whom, will training be conducted?

9. Is all required training included in the Proposal Cost Summary? (See Section IV, Paragraph 3b.)

10. What City resources will be required in implementing the system?

11. What will be the City's responsibilities in support of system implementation?

12. What contract provision will provide assurance of timely delivery?

13. In what language, and what version and level of that language are the programs written?

14. Is all proposed software, including identified optional software, now in existence (i.e., tested, degugged and in production)?

15. a. Has the proposed software been developed to meet specific functional standards or requirements, i.e., Restatement of GAAFR?

    b. If so, do functional capabilities comply fully with such standards, or are there exceptions? (List exceptions.)

16. What file structure and access methods are employed?

17. Are any program development aids (e.g., high level languages, screen development tools, debug tools) provided as part of the proposed package? (Identify, describe, and indicate origin and by whom they are supported.)

18. Is a "report generator" module provided? Describe.

19. What security provisions exist to prevent unauthorized file changes and unauthorized access to data?

20. What approach is used to providing data backup?

21. a. Provide a brief overall description of the documentation provided, and its organization.

    b. Will the City be allowed to reproduce documentation to meet internal needs?

22. a. Describe program maintenance documentation which will be furnished.

    b. Will all source code be furnished in machine-readable form?

23. What are the provisions of the warranty covering software?

24. a. Is an extended warranty, or continuing program maintenance support, available?

    b. What does it cover, and what is the cost?

25. What constraints do the initial or extended warranties impose on program changes made by the City?

26. a. How is software maintenance provided? (i.e., what procedure does user follow? Is telephone consultation available?)

    b. What are the typical and "worst case" response times for software maintenance problems? (Time required to receive help which actually solves the problem.)

27. If any of the following sub-systems have been included in the proposal, what would be the effects of their deletion? (Indicate for each sub-system the effect of its deletion on software costs, and any other effects.)

    a. Payroll/Personnel:

    b. Utility Billing:

HARDWARE -

28. a. On what makes and models of hardware has the proposed software been installed?

    b. Does the vendor currently offer these versions of the software?

29. What are the proposed system's memory requirements? (Recommend that vendors use a continuation sheet to list all software components, including systems, development, and applications software modules. For each component, provide CPU memory and random access storage requirements in bytes.) Indicate any assumptions (i.e. volumes, number of accounts) on which estimated file sizes are based.

APPENDIX C

PROPOSAL COST SUMMARY

CITY OF FORT WAYNE

REQUEST FOR PROPOSAL

FINANCIAL MANAGEMENT SYSTEM

APPENDIX C

PROPOSAL COST SUMMARY

TO: City of Fort Wayne
     City-County Building
     One Main Street
     Fort Wayne, IN 46802
     ATTN: Aaron Gluck

The undersigned, being familiar with the requirements of the City of
Fort Wayne Financial Management System Request for Proposal, proposes to
furnish products and services to the City in accordance with that request.

The summary below reflects projected City expenses for system acqui-
sition and implementation. It may include cost estimates for items which
the undersigned does not propose to furnish and which must be obtained
from another source; these items are annotated accordingly. Items not so
marked will be furnished by the undersigned at indicated costs.

ITEM	COST

1. Application software and vendor-
    furnished support software,
    license.*   _____

2. Duration of application software
    warranty (months) _____

3. Maintenance for application soft-
    ware for one year beyond end of
    warranty.   _____

4. Vendor on-site implementation
    support:

        User and DP training   _____

        Other on-site support   _____

5. Other costs for City implementation.   _____

* Provide detail on other options, including annual license cost, in
  Section 4 of Cost Volume of RFP response. If software is available
  only under shorter term lease, include that cost in this summary and
  indicate the term.

In submitting this bid, it is understood that the right is reserved by the City of Fort Wayne to reject any and all bids, and to waive any informalities in bidding.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between himself or any other interested party.

OFFICIAL ADDRESS:

_____   _____
                                     FIRM NAME

_____   _____
                                     Signature of Principal

_____   _____
                                     Title

PHONE: _____   _____
                                     Date

DEPARTMENT REQUESTING ORDINANCE   BOARD OF PUBLIC WORKS   2-82-02-05

SYNOPSIS OF ORDINANCE City Utilities Purchase Order #A-010412 for an Automated

Financial Accounting System for the Fort Wayne City Utilities. The bid received from

American Management Systems, Inc. was the only bid received. After close evaluations

and a review of other systems it was determined that this system is the best

system for the funds available. The City Utilities accounting system is manual at
                                    system
present; with an automated accounting there would be better control of dollars

spent.

EFFECT OF PASSAGE City Utilities Operations (Accounting) would have an Automated

Finanacial Accounting System.

EFFECT OF NON-PASSAGE   The above P.O. will not be processed.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURE, SAVINGS) $167,500

ASSIGNED TO COMMITTEE